



MANUAL OF PROCEDURE OF THE COLLEGE OF LIBERAL ARTS AND SCIENCES

ARTICLE I

THE FACULTY

This edition of the Manual of Procedure of the College of Liberal Arts and Sciences is a revision ratified by a ballot of the faculty in March 2009 and approved by the University President and the Provost in March 2009. The revision was approved by vote of the Faculty Assembly before being forwarded to the voting faculty for ratification.

The first edition of this Manual was adopted by the faculty on December 7, 1949, and approved by the President on February 11, 1950. Subsequent editions appeared in 1960, 1969, 1983, 1986, 1998, 2001, 2002, 2004, 2006, 2007, and 2008.

Preface. The major objective of a manual of procedure of the College of Liberal Arts and Sciences is to facilitate the work of administration and faculty in the realization of the purposes of the College. This manual should:

1. Promote effective cooperation between administration and faculty by providing definite agencies for free discussion of matters of common concern;
2. Define and regularize structure and operating procedures;

3. Define and distribute responsibility, and;
4. Provide for the accumulation of recorded experience.

In pursuit of these purposes and within the legal framework of the Code of the State of Iowa and subject to the authority of the Iowa State Board of Regents the following Manual of Procedure has been formulated.

Section 1. The Faculty.

The Faculty of the College of Liberal Arts and Sciences (CLAS) shall consist of the tenure-track and tenured professors, associate professors, and assistant professors appointed in the College. Also members of the Faculty of the College of Liberal Arts and Sciences are those holding clinical-track faculty appointments at the ranks of assistant professor, associate professor, and professor with renewable contract status.

Section 2. The Voting Faculty.

Members of the Faculty as defined in section 1 who hold appointments of 50 percent or more in the College shall have the right to vote upon or consent to any matter upon which action by the Faculty is taken or required, except that the Dean and associate deans of the College of Liberal Arts and Sciences and other faculty from CLAS voting units with full-time positions in the

administration of the University or one of its colleges are not members of the voting faculty.

Section 3. Faculty Governance of the College of Liberal Arts and Sciences.

The Faculty of the College of Liberal Arts and Sciences, as defined above, participate in the governance of the College primarily through elected representatives to the Executive Committee, Undergraduate Educational Policy & Curriculum Committee, Graduate Educational Policy Committee, and Faculty Assembly. The Faculty may be consulted on or asked to make recommendations concerning curriculum, collegiate or departmental structure, budget, faculty welfare, and a variety of policies and procedures. Aside from participation through representation on the elected committees and the Faculty Assembly, the Faculty may participate directly through two processes, as outlined in sections 4 and 5, below.

Section 4. Secret Ballot.

On petition of 10 percent of the voting faculty of the College, submitted to the Dean within four weeks of the distribution of the minutes of a meeting of the Faculty Assembly, any decision taken by the Assembly shall be submitted to the voting faculty for their approval or disapproval by a secret ballot. The decision of the Assembly shall stand unless it is disapproved by a majority of the votes cast in the secret ballot.

In a secret ballot, votes are to be gathered and counted by a University office external to the College and independent of the College administration. The office conducting the secret ballot must take measures to ensure that only eligible voting faculty vote, that each eligible voter votes only once, and that the individual votes cannot be associated with specific voters.

Section 5. Meetings of the Faculty.

A meeting of the Faculty shall be called at least once each academic year.

A special meeting of the entire Faculty of the College may be called by the Dean, by the Executive Committee after consultation with the Dean, by the Faculty Assembly, by the Provost, by the President of the University, or on petition of 10 percent of the voting faculty.

Decisions taken at such a meeting shall be submitted to the voting faculty for their approval or disapproval by a secret ballot, as described in section 4, and shall not be binding unless approved by a majority of the votes cast in the secret ballot. This procedure shall not apply to revisions of or amendments to this *Manual*, which are governed by the procedures in Article XII.

The presiding officer of the Faculty Assembly shall preside over special meetings of the Faculty, and the secretary of the Faculty Assembly shall serve as the secretary for Faculty meetings.

Notification of the meeting shall be governed by section 21 as for the Faculty Assembly. Minutes shall be kept, as provided in section 10.

Twenty percent of the voting faculty as defined in section 2 shall constitute a quorum. Unless the point of no quorum is raised at a meeting, no action taken at any meeting shall be invalid for the lack of a quorum, provided the action taken shall have been precisely set forth in the notice of the meeting sent to members of the Faculty and provided the action taken at the meeting is in precisely the form contained in the notice. If a point of order or question of procedure is raised, the issue shall be resolved according to provisions in this *Manual* or according to standard parliamentary procedure.

ARTICLE II

FACULTY GOVERNANCE BODIES

Section 6. Faculty Governance Bodies.

The College shall have an elected general representative body, the Faculty Assembly (see Article IV). The College shall have three elected committees, the Executive Committee (see Article V), the Undergraduate Educational Policy & Curriculum Committee (see Article VI), and the Graduate Educational Policy Committee (see Article VII). The members of these bodies shall be elected according to the provisions specifically designated in this *Manual* (see Article III).

Three collegiate representatives to the Graduate Council shall be elected by the graduate faculty of the College of Liberal Arts and Sciences according to the provisions of Article III. The Liberal Arts and Sciences seats on the Graduate College shall be filled by one eligible faculty member from each of the three electoral groups (see section 13 and section 14, paragraph c, below).

The College shall have appointed standing committees as established in this *Manual* (see Article VII). The members of standing committees shall be appointed by the Dean or an associate dean designated by the Dean, with the consent of the Executive Committee, except that the members of the General Education Curriculum Committee will be appointed by the Undergraduate Educational Policy & Curriculum Committee with the advice of the Dean.

The College shall have short-term ad hoc committees and task forces established by the Dean on the advice of either of the elected committees, to advise the College on specific issues as defined in the charge to the committee.

Section 7. Terms of Office.

The terms of the members of the elected governance bodies shall be three years. New members shall take office at the beginning of the academic year following their election. One-third of the membership of each elected governance body shall be elected each year.

The terms of the members of standing appointed committees shall be as designated in Article VIII of this *Manual*.

Section 8. Officers.

The officers of the Faculty Assembly shall be as defined in section 21.

The Dean or an associate dean designated by the Dean shall chair the Executive Committee, the Undergraduate Educational Policy & Curriculum Committee, and the Graduate Educational Policy Committee. Each of these committees shall choose a secretary from among its members and specify the term of service. The secretary of each of these committees (or his/her designate) shall serve as a member of the Faculty Assembly agenda committee.

The chairs of the standing appointed committees shall be as defined in Article VIII.

Section 9. Meetings.

Each elected committee shall establish a regular meeting schedule. The Executive Committee shall meet at least once a year without the Dean and the associate deans and shall choose one of its elected members to preside at such meetings. The chair of Faculty Assembly (or his/her designate) shall be invited and shall participate in these meetings.

Each appointed committee shall meet as determined by the appointing authority or upon the call of its chair.

Section 10. Minutes and Reports.

Each elected committee and the Faculty Assembly shall take and approve minutes of their meetings, to be made available to all members of the Faculty after approval. A permanent file of all such reports shall be kept in the Office of the Dean. Faculty Assembly minutes are also sent to the Office of the Registrar.

Each appointed committee shall report in writing to its appointing authority upon completion of a specific assignment. Each appointed committee, on its own initiative or on request of the Faculty Assembly or the Executive Committee or the Dean, shall make progress reports to its appointing authority or to any of these requesting authorities.

Each ad hoc committee or task force shall report in writing to the Dean or an associate dean designated by the Dean upon completion of its assignment.

Section 11. Vacancies.

A vacancy in an elected governance body shall be filled for the remainder of the term, or for only the period of absence in the case of a leave, by the available candidate with the highest vote for the position in the immediately preceding election.

If no such candidate is available for a vacated position on an elected committee or a vacated CLAS seat on Graduate Council, the Executive Committee shall select a person to fill the vacancy for the remainder of the term or period of absence.

If no candidate from the previous election is available and willing to serve in a vacated position as electoral group representative on Faculty Assembly, the resigning electoral group representative shall nominate a replacement who, with the concurrence of the Assembly's

elected officers, shall serve for the remainder of the term.

If a member of the Assembly elected by a voting unit resigns, that voting unit shall select a new member to serve for the remainder of the term.

A vacancy on an appointed committee shall be filled by the authority that appointed the committee.

ARTICLE III**COLLEGIATE ELECTIONS****Section 12. Voting Units.**

The voting units are (a) each school and department in the College of Liberal Arts and Sciences, and (b) each program in the College of Liberal Arts and Sciences that has budget line faculty and offers courses in the College.

Section 13. Electoral Groups.

For the purpose of election, the voting units shall be divided into three electoral groups of similar size. Every ten years, the Executive Committee will review the numbers of voting faculty in each electoral group, and may reassign voting units to electoral groups, in consultation with units and with the following goals in mind:

- To ensure that the elected bodies continue to include a range of perspectives that represent the breadth of the College,
- To ensure a similar number of voting faculty in each electoral group, and
- To disturb the existing assignment of voting units to electoral groups as little as is reasonably possible.

Section 14. Faculty Voting and Nomination Eligibility.

The Office of the Dean shall maintain a record of members of the Faculty. Each fall the Office of the Dean shall prepare a list of the voting faculty (see section 2) for use during that academic year. The list shall be annotated to indicate nomination eligibility, according to the provisions below.

- a. **Elected Committees.** Only voting faculty at the ranks of tenured associate professor, tenured professor, and clinical professor shall be eligible to serve on the Executive Committee, the Undergraduate Educational Policy & Curriculum Committee, and on the Graduate Educational Policy Committee. Only one member of a voting unit shall be eligible to serve on a particular elected committee at any one time. An individual shall not be eligible to serve on two or more of the elected committees at any one time. One may not succeed oneself on any elected committee, except a person filling a vacancy for not more than one year.
- b. **Faculty Assembly.** All voting faculty are eligible to serve on the Faculty Assembly, including those currently serving as DEOs. Only two members of a voting unit shall be eligible to serve as electoral group representatives on the Faculty Assembly at any one time. Units that will continue to have two electoral group representatives on the Assembly shall be marked on the voting list as ineligible for nomination. Other units will be allowed to have only as many nominees on the ballot as there are remaining positions on the Assembly without exceeding two representatives from that unit.
- c. **CLAS Seats on Graduate Council.** Tenured members of the College's voting faculty, as defined in section 2, are eligible for the College's seats on the Graduate Council. Clinical-track faculty are not members of

the graduate faculty and therefore are not eligible to nominate, be nominated as, or vote for candidates for Graduate Council seats. An individual shall not be eligible to hold a CLAS seat on Graduate Council at the same time that he or she is serving on one of the College's elected committees. One may not succeed oneself in a CLAS seat on Graduate Council, except for a person filling a vacancy for not more than one year.

Section 15. Nominations.

Nominations are conducted by secret ballot, as described in section 4, paragraph 2.

The voting faculty as a whole shall nominate, from among the eligible members in each electoral group, three times the number of representatives to be elected to any committee position on the Executive Committee, the Undergraduate Educational Policy & Curriculum Committee, the Graduate Educational Policy Committee or the CLAS seats on Graduate Council.

The voting faculty in each electoral group shall nominate the candidates for elected seats on Faculty Assembly from that electoral group. Each member of the voting faculty may nominate twice the number of representatives to be elected from his/her electoral group.

Those with the highest number of votes for each position shall be the nominees. The eligible members who receive the highest number of nominating votes shall be advised thereof by the Dean prior to the preparation of the ballots for the election of the faculty governance bodies. In the absence of their dissent in writing submitted to the Dean, they shall be candidates for the respective positions on the committees. If a person elects not to be a candidate, that place on the election ballot shall be filled by the person who receives the highest number of nominating votes of those

not otherwise nominated and who is willing to be a candidate. A faculty member may not accept nomination for more than one of the following: Executive Committee, Undergraduate Educational Policy & Curriculum Committee, Graduate Educational Policy Committee, or a CLAS seat on Graduate Council. If nominated for more than one, the faculty member shall designate the committee of choice and shall be replaced as a nominee for the other committee by the person receiving the next highest number of nominating votes. In case of a tie, the nominee shall be determined by lot.

Section 16. Election.

Following completion of the nomination process, an election will be held in accordance with section 4, with a secret ballot listing the nominees for all committee positions to be filled. Each member of the voting faculty may vote for one, two, or three candidates for each position on the Executive Committee, the Undergraduate Educational Policy & Curriculum Committee, the Graduate Educational Policy Committee and may vote for one, two, or three candidates for the vacant CLAS seat on Graduate Council. Each member of the voting faculty may vote for as many eligible candidates for Faculty Assembly from the voter's electoral group as he or she wishes. The candidate receiving the highest number of votes for each position shall be declared elected. In case of a tie, the choice shall be determined by lot.

Section 17. Selection of Faculty Assembly Unit Representatives.

Members of the Faculty Assembly to be selected by the voting units shall be nominated and selected according to the procedure adopted for that purpose by each voting unit. The selection of unit representatives shall be held following the announcement of the results of the election of members of the Assembly by the electoral groups defined in section 13.

Each unit shall select a member and an alternate member, the latter to attend and vote in the Assembly when the regular member is unable to attend. A faculty member may vote in only one unit and may be selected as a unit representative only from the unit in which he or she votes. A faculty member who belongs to more than one unit may choose the unit in which he or she shall vote.

Voting units that have fewer than five voting faculty members may combine with another unit or units for purposes of selecting a unit representative, after consultation with and approval by the Dean and the Executive Committee.

ARTICLE IV

FACULTY ASSEMBLY

Section 18. Powers and Duties.

The purpose of the College of Liberal Arts and Sciences Faculty Assembly shall be to serve as the representative body of the faculty of the College, to speak for the faculty on matters of importance to the College, and to consider and act, or recommend action, as appropriate, on all matters affecting the academic and professional concerns of the faculty. The Faculty Assembly provides a means of participation by the faculty in the CLAS decision-making process affecting academic matters and provides a forum for the expression of concerns regarding faculty welfare.

It is the responsibility of elected members of the Faculty Assembly to solicit input from their constituents with regard to matters under consideration by the Faculty Assembly. All the powers and duties of the faculty shall be exercised by the Faculty Assembly, except when a petition to hold a referendum on a decision of the Assembly is presented under the provision

of section 4 or when the procedure for calling a special meeting of the entire Faculty is invoked under the provisions of section 5.

Specifically, the Faculty Assembly has the following duties and powers:

- a. The Faculty Assembly will discuss and deliberate on issues of importance to CLAS faculty, including but not limited to
 - faculty welfare including tenure, promotion, and review policies, undergraduate educational policies, curriculum, and related issues;
 - graduate educational issues;
 - issues of diversity, campus climate, and other related concerns; and
 - CLAS facilities, including classrooms, research and teaching space, and technology.
- b. The Faculty Assembly will discuss and make recommendations on matters referred to Faculty Assembly by the Dean, the Executive Committee, or the Undergraduate Educational Policy & Curriculum Committee or the Graduate Educational Policy Committee.

The Faculty Assembly will identify topics for the Dean, the Executive Committee, the Undergraduate Educational Policy & Curriculum Committee, and the Graduate Educational Policy Committee to consider, with the expectation that these groups will report back to the Faculty Assembly with information or recommendations. Proposals approved by CLAS elected committees come to the Assembly as motions made and seconded.

Section 19. Composition.

The Faculty Assembly shall be composed of (a) 6 faculty members elected by and from each of the three electoral groups defined in section 13 for a total of 18 persons from the electoral groups, with no more than two elected from any one voting unit, plus

(b) 1 faculty member selected by and from each voting unit as defined in section 12.

Units outside the College that offer an undergraduate major for which the degree is granted by Liberal Arts and Sciences (i.e., Biochemistry, Economics, Education, and Microbiology) are eligible to select a unit representative to Faculty Assembly.

Section 20. Officers.

The officers of the Faculty Assembly are the past chair, the chair, the vice chair, and the secretary. They become members ex officio of the Assembly. Their terms are for one year and begin with the adjournment of the Assembly's organizational meeting, held toward the end of each spring semester. At this organizational meeting, the Assembly elects a vice chair and a secretary and the previous vice chair becomes chair at the end of the meeting. No one may hold any two of these offices simultaneously.

Candidates who expressly agree to serve may be nominated from the floor at the organizational meeting. Toward the start of each spring semester, the chair, the vice chair, and the Dean each choose a tenured Liberal Arts and Sciences faculty member to form a three-person nominating committee. It acts to insure that there will be at least one candidate nominated for each open office, and the nominating committee's recommendations come to the floor as nominations already made and seconded.

The vice chair presides over the Faculty Assembly when the chair is unavailable, the secretary when the vice chair is unavailable, and

the Dean when these officers are unavailable. The Provost may call meetings and preside at them.

If the office of chair becomes vacant, the vice chair presides for the remainder of that term and continues as chair in the next term. If the office of vice chair becomes vacant, it remains so until the end of the term, when the Assembly fills both offices anew by election. If the office of chair becomes vacant when the office of vice chair already is vacant, the Dean convenes a special meeting of the Assembly within fourteen days to elect a chair to serve the rest of the vacated term. The person elected chair then is eligible for election as chair for the next term. Otherwise no person may be elected as an officer the year after serving as chair.

The chair may appoint ad hoc committees to help with aspects of the Assembly's work outside the purviews of the Executive Committee, the Undergraduate Educational Policy & Curriculum Committee, the Graduate Educational Policy Committee, or other standing committees of the College.

Section 21. Meeting Procedure.

The chair prepares and sends an agenda to each Assembly member and the Dean at least one week before each meeting, except in emergencies. Any voting member of the Liberal Arts and Sciences Faculty may propose items for the agenda. The agenda also provides for the Dean to have officials of the College address matters of interest. The agenda includes as a motion already made and seconded any item proposed through a previous vote of the Assembly, the Executive Committee, the Undergraduate Educational Policy & Curriculum Committee, the Graduate Educational Policy Committee, or a meeting of the Faculty, or through a petition signed by at least ten percent of the voting faculty.

A majority of the Assembly members constitute a quorum. Meetings are open, and Liberal Arts and Sciences faculty who are not members may address the Assembly with the permission of its presiding officer. At least two regular meetings are held each semester.

Additional meetings may be called by the chair, the Assembly, the Dean, the Executive Committee after consultation with the Dean, the Provost, or by petition from at least ten members of the Assembly. If a question of procedure arises, the chair and the Assembly resolve it according to this *Manual* and standard parliamentary rules.

ARTICLE V

THE EXECUTIVE COMMITTEE

Section 22. Membership.

The Executive Committee shall be composed of the Dean and of nine members elected from and by the Faculty. Three members shall be elected from each of the three electoral groups.

The associate deans shall be designated ex officio non-voting members of the Executive Committee.

Section 23. Duties.

The duties of the committee shall be as follows:

- a. To confer with and assist the Dean in the formulation of collegiate administrative decisions and judgments. The agenda of the committee shall be set jointly by the Dean and the committee. Ordinarily the Dean shall consult the committee on at least the following:
 1. Departmental reviews, and major problems of departments between reviews.

2. General policy governing the review of departmental executive officers.
 3. Establishment of or change in professional positions in the Office of the Dean.
 4. Reviews of the College.
 5. Major items of budget policy falling within the jurisdiction of the Dean.
 6. Major changes in the organization of the College and in collegiate administrative policy.
 7. Allocation of faculty and staff positions.
 8. Appointments to standing and ad hoc committees of the College, as provided in section 6, above.
- b. To assist and advise the Dean in the conduct of College business as specifically designated in other sections of this *Manual*.
 - c. To confer with the Dean on matters of policy regarding the professional welfare of the Faculty.
 - d. To review the standing and reputation of the College and its individual departments and units and to make recommendations to the Faculty for improvement.
 - e. To supervise codification of all existing rules and regulations of the Faculty.
 - f. To act upon proposals for the establishment or disestablishment of programs or departments.
 - g. To confer with the Provost whenever a new Dean is to be appointed and to assist in ascertaining and transmitting faculty attitudes regarding the candidate or candidates being considered.
 - h. To consult with the Provost when an interim or acting dean is to be appointed. The Committee shall nominate candidates from among the tenured full professors of the College and advise on the candidates' qualifications.
 - i. To conduct such other business as may be assigned to it, except that it shall not assume or be asked to assume authority on any matter clearly delegated elsewhere. The committee shall advise the Dean regarding the referral of any problems and responsibilities to an appropriate committee, when such matters are not clearly within the province of any committee.

ARTICLE VI

THE UNDERGRADUATE EDUCATIONAL POLICY & CURRICULUM COMMITTEE

Section 24. Membership.

The Undergraduate Educational Policy & Curriculum Committee shall be composed of the Dean or an associate dean designated by the Dean and of nine members elected from and by the Faculty. Three members shall be elected from each of the three electoral groups.

A student representative shall be appointed from among students in good standing in the College of Liberal Arts and Sciences by the Dean or an associate dean designated by the Dean, on the basis of nominations from one or more appropriate student groups and organizations and with the guidance of the Undergraduate Educational Policy & Curriculum Committee. The student representative has the same rights and privileges as the elected faculty members, including the right to vote. The term of the student member shall be one year.

The Dean or associate dean designated by the Dean votes only in the case of a tie. Any member of the committee may place an item on the agenda.

Section 25. Duties.

The Undergraduate Educational Policy & Curriculum Committee advises and assists the Dean and associate deans in formulating policies and procedures relating to the College's educational mission, curriculum, and teaching. The duties of the committee shall be as follows:

- a. To advise the deans and to make recommendations as appropriate to the deans, to the Faculty Assembly, to other collegiate committees, and to College or University offices on issues relating to the educational policies of the College, including but not limited to policies on majors, minors, and certificates; matters relating to instruction; collegiate registration issues; credit by examination; advising; requirements for good standing; degree requirements; and other educational policy issues.
- b. To advise the deans and departments and to make recommendations as appropriate to the deans, to the Faculty Assembly, or to other committees on issues relating to the undergraduate curriculum, including but not limited to the creation or dissolution of degree programs and of major, minor and certificate programs and other significant aspects of the curriculum.
- c. To oversee the General Education Program of the College and to appoint members of the General Education Curriculum Committee (with the advice of the Dean); to work with the General Education Curriculum Committee on the review of and recommendations for new courses within the General Education Program; to make recommendations concerning changes to General Education Program policies and requirements; and, in conjunction with the deans and the General Education Curriculum Committee, to formulate or make recommendations as appropriate to the deans, the Faculty Assembly, departments, or to other offices on changes to the General Education Program.
- d. To advise the deans and departments and to make recommendations as appropriate to the deans, departments, and Faculty Assembly regarding selective admissions policies and to review those policies within departments and programs according to CLAS guidelines.
- e. To advise the deans and to make recommendations as appropriate to the deans, the Office of Admissions, and other University offices regarding admissions standards to the College and admissions practices, including those for special categories of students.
- f. To oversee the creation and maintenance of policy for all non-departmental College courses, Liberal Arts and Sciences courses in Continuing Education, and all other such academic programs.
- g. To monitor the implementation of the undergraduate educational policies of the College, including in special circumstances the evaluation of specific courses and programs.
- h. To consider and make recommendations concerning the educational policies of the College with respect to the needs and the requirements of other colleges and the University as a whole.
- i. To encourage activities that enhance the effectiveness of teaching and its

evaluation, including course development, faculty performance, experimental programs, training for teaching assistants, and testing programs for placement of students.

- j. To act *ad interim* in the name of the Faculty in emergency situations on matters of curricula and instruction.

ARTICLE VII

THE GRADUATE EDUCATIONAL POLICY COMMITTEE

Section 26. Membership.

The Graduate Educational Policy Committee shall be composed of the Dean or an associate dean designated by the Dean and of six members elected from and by the Faculty. Two members shall be elected from each of the three CLAS electoral groups. A graduate student member is appointed by the Dean or Associate Dean on the basis of nominations from one or more appropriate student groups and organizations. The student is a full member of the committee. The Dean of the Graduate College shall identify an Associate Dean of the Graduate College who will serve as an *ex officio* member of the CLAS Graduate Policy Committee.

The Dean or associate dean designated by the Dean votes only in the case of a tie. Any member of the committee may place an item on the agenda.

Section 27. Duties.

The Graduate Educational Policy Committee advises and assists the Dean and associate deans in formulating policies and procedures relating to the graduate programs administered by units in the College, including matters relating to curriculum, teaching, and graduate

student welfare. The duties of the committee shall be as follows:

- a. To advise the deans and to make recommendations as appropriate to the deans, to the Faculty Assembly, to other collegiate committees, and to College or University offices on issues relating to the graduate programs administered by units in the College, including but not limited to policies on degree programs, and certificates; periodic reviews of departments and programs; matters relating to graduate instruction; advising; requirements for good standing; degree requirements; approval of new courses, and other educational policy issues.
- b. To advise the deans and departments and to make recommendations as appropriate to the deans, to the Faculty Assembly, or to other committees on issues relating to the curriculum, including but not limited to the creation or dissolution of degree programs and certificate programs and other significant aspects of the graduate curriculum.
- c. To advise the deans and to make recommendations as appropriate to the deans, the Office of Admissions, the Graduate College and other University offices regarding admissions standards to graduate programs administered by CLAS units and admissions practices, including those for special categories of students.
- d. To monitor and evaluate the success of graduate programs with respect to time to degree, completion rates, outcomes and career placement.
- e. To consider and make recommendations concerning the graduate educational policies of the College and units administered within the College, with

respect to the needs and the requirements of other colleges and the University as a whole.

- f. To encourage activities that enhance the effectiveness of graduate instruction and its evaluation, including course development, experimental programs, and initiatives to increase the quality and scope of programs designed to improve the classroom effectiveness of teaching assistants.
- g. To advise the deans about the merits of proposals submitted to CLAS for graduate student funding, including, but not limited to, graduate fellowships and travel funds.
- h. To act *ad interim* in the name of the Faculty in emergency situations on matters of curricula and instruction.

ARTICLE VIII

THE APPOINTED STANDING COMMITTEES

Section 28. The General Education Curriculum Committee.

The General Education Curriculum Committee recommends to the Undergraduate Educational Policy & Curriculum Committee approval or rejection of courses submitted for General Education, performs periodic review of courses approved for General Education, and performs other activities as requested by the Undergraduate Educational Policy & Curriculum Committee or the Dean. General Education Curriculum Committee members are appointed by the Undergraduate Educational Policy & Curriculum Committee with the advice of the Dean and serve in an advisory capacity to that committee and the Dean.

The committee shall include six faculty members who equitably represent the various

disciplinary areas of the College. The term of appointment is for three years and these terms are adjusted so that two faculty members are newly appointed every year. The committee shall include a student member who has completed his/her General Education Program requirements. The term of the student member shall be one year.

The General Education Curriculum Committee has as its principal duties the following:

- a. To review requests from departments or programs for approval of courses for General Education credit.
- b. To review periodically each course approved for General Education credit.
- c. To make recommendations to the Undergraduate Educational Policy & Curriculum Committee of courses that should be approved for General Education credit, following review of newly proposed courses and of previously approved courses.
- d. To encourage instructors of each course approved for General Education credit to give special attention to the development of students' oral and written language skills.
- e. To develop, review periodically, and when necessary suggest modification in the criteria statements and the guidelines that define the standards for courses to be approved in each area of General Education.
- f. To develop, review periodically, and when necessary suggest modification of the procedures for approval and review of courses.
- g. To undertake special review tasks as requested by the Undergraduate

Educational Policy & Curriculum Committee.

- h. To advise the Undergraduate Educational Policy & Curriculum Committee on possible improvements to the General Education Program and to prepare an annual report on its work for the Undergraduate Educational Policy & Curriculum Committee.

Section 29. The Collegiate Committee on Faculty Promotion and Tenure.

The duty of this committee shall be to review departmental recommendations for tenure and for promotion to the ranks of associate professor and professor, departmental recommendations for appointment with tenure, and departmental recommendations or decisions to deny tenure or promotion. The Dean shall consult the committee on every departmental recommendation before making a recommendation to the Provost. The procedures to be followed by the committee shall be determined by the Dean in consultation with the Executive Committee and shall accord with University policy.

Section 30. Named and Distinguished Professors Committee.

The duty of this committee shall be to review nominations for Collegiate Fellow and for appointments to named chairs and professorships. The Dean shall consult the committee on all candidates for named faculty appointments before making a recommendation to the Provost. The members of the committees shall be selected by the Dean, in consultation with the Executive Committee. The procedures to be followed by the committee shall be determined by the Dean in consultation with the Named and Distinguished Professors Committee and shall accord with University policy.

Section 31. The Information Technologies Committee.

The committee shall include six faculty members appointed by the Dean as provided under section 6 who equitably represent the various disciplinary areas of the College. The Dean or an associate dean designated by the Dean shall chair the committee and shall serve as an ex-officio non-voting member. The College staff member responsible for technology support services shall serve as an ex-officio non-voting member. Faculty members shall be appointed for three-year terms. A member may be reappointed only after being off the committee for at least two years. Each year, the appointed members will select at least one graduate student and one undergraduate student to serve as voting members.

The duties of this committee shall be as follows:

- a. To advise the Dean on collegiate planning for the introduction, support, and renewal of technologies for teaching, research, and administration.
- b. To advise the Dean and the College's elected committees on the development of policy related to technologies for teaching, research, and administration.
- c. To make recommendations to the Dean on the award of any competitively allocated funds for technology innovation and support.
- d. To pursue partnerships with other technology groups at the University level and to ensure that the College has appropriate input on critical decisions.

Section 32. The Student Academic Standards Committee.

This committee shall be chaired by the Dean or an associate dean designated by the Dean and shall include four faculty members who equitably represent the various disciplinary areas of the College. The University Registrar shall serve as an ex officio member with voting privileges. The Dean or the associate dean who chairs the committee shall appoint the faculty members of the committee as provided under section 6. The faculty members shall serve three-year terms.

The duties of this committee shall be as follows:

- a. To review petitions from undergraduate students for exceptions to the academic policies and requirements of the College and to recommend appropriate action to the Dean or associate dean.
- b. To review petitions from undergraduate students that their dismissal from the College for unsatisfactory academic progress be revoked and to recommend appropriate action to the Dean or associate dean.
- c. To form a subcommittee when necessary to review student grievances and recommend appropriate action to the Dean. When an undergraduate student has a complaint concerning grading or has been charged with academic misconduct and the issue has not been resolved by the department or the College to the student's satisfaction, two faculty members of the Student Academic Standards Committee will form a subcommittee to review the grievance. Neither of the faculty members may hold an appointment in the department in which the student complaint originated. In complaints that involve alleged student academic misconduct, the subcommittee shall also include an undergraduate student

appointed by the Dean or an associate dean.

Section 33. The Scholarship Committee.

This committee shall be chaired by the Dean or an associate dean designated by the Dean and shall include at least four faculty members appointed by the Dean as provided under section 6 who equitably represent the various disciplinary areas of the College. The faculty members shall serve three-year terms.

The duties of this committee shall be as follows:

- a. To make recommendations to the Dean for the use of scholarships, loans, and awards that are supported by private gifts to the College.
- b. To make recommendations to the Dean for naming and allocating scholarships supported by the General Scholarship Fund.
- c. To review applications from continuing students for scholarships and to make recommendations to the Dean regarding the award of those scholarships.
- d. To participate in efforts to increase the number of outstanding students who enroll at The University of Iowa.

Section 34. The Teaching Awards Committee.

The committee shall include six faculty members appointed by the Dean as provided under section 6 who equitably represent the various disciplinary areas of the College. The executive associate dean and the associate dean for undergraduate programs and curriculum shall serve as ex officio non-voting members. Faculty members shall be appointed for three-year terms. A member may be reappointed only after being off the committee for at least two years.

The associate dean for undergraduate programs and curriculum will chair the committee. Each year, the appointed members will select at least one undergraduate student and will select at least one graduate student who has recently received a Teaching Assistant Award to serve as voting members in judging nominations. No member of the committee shall vote on a nomination from his or her department or on a nomination on which s/he has advised (see below, part b).

The duties of this committee shall be as follows:

- a. To work with the associate deans and departmental executive officers to broaden the pool of candidates for various teaching awards.
- b. To strengthen the quality of the nominations for teaching awards by advising nominators during the preparation of the nomination forms.
- c. To review nominations for the College's teaching awards and to vote on the awardees.
- d. To recommend to the Dean the development of new categories for teaching awards based in the College.

Section 35. The Faculty Advisory Committee for Interdepartmental Studies.

The committee shall include at least three CLAS faculty members, representing the various disciplinary areas of the College, who shall be appointed by the Dean or the associate dean designated by the Dean as provided under section 6. Representatives from the Tippie College of Business, the College of Education, and the College of Nursing, which support the pre-approved plans of study for this major, shall also be invited to serve on the Committee. Faculty members shall serve three-year terms.

The duties of this committee shall be as follows:

- a. To oversee the requirements, pre-approved study plans, policies, and outcomes assessments for the major in interdepartmental studies.
- b. To review the qualifications of and approve the appointment of adjunct faculty to teach courses for the interdepartmental studies major.
- c. To review the proposals submitted by students seeking approval for an individualized plan of study within the interdepartmental studies major.

Section 36. Committee on Diversity.

The committee shall include thirteen voting members: five members of the Faculty Assembly Diversity Committee, one faculty member with rank of Lecturer or Senior Lecturer, one staff member, one undergraduate student representative, one graduate student representative, and four additional members appointed by the Dean's Office. The Dean or an associate dean designated by the Dean who acts as the College's Director of Diversity shall chair the committee and serve as an ex-officio non-voting member. The committee shall meet on a monthly basis during the academic year and, once a year, it should provide a clear report to the Dean and the Faculty Assembly about the state of diversity in the College. This report should engage the recruitment and retention of faculty, staff and students, make curriculum recommendations with regard to diversity, and explain the purpose of the College's diversity efforts in relation with the Chief Diversity Office. As it operates, the Committee on Diversity should be both diagnostic and visionary. It should examine the College's diversity structure, and at the same time, it should identify leading edge initiatives that could benefit CLAS and the University of Iowa.

ARTICLE IX**SEARCH COMMITTEE FOR A DEAN OF THE COLLEGE****Section 37. Formation of a Dean's Search Committee.**

When a vacancy occurs in the deanship of the College, the Provost conducts a search for a new dean. The precedent in the College is that the Provost meets first with the College's Executive Committee and then with the Faculty Assembly to discuss how the search committee shall be constituted, by election and appointment. The search committee shall be diverse and broadly representative of the faculty in the College and shall include a representative of the Provost. The search committee shall include representatives of the student body and of the College's non-academic staff and may include other members designated by the Provost.

Section 38. Duties.

The committee shall recommend candidates to be interviewed for the position. It shall ascertain and transmit to the Provost the assessments by faculty, staff, and students regarding the candidate or candidates being considered. It shall make recommendations to the Provost concerning the offer of the appointment.

ARTICLE X**SELF-STUDY COMMITTEE FOR A REVIEW OF THE COLLEGE****Section 39. Collegiate Self-Study Committee.**

When the University initiates a review of the College, an ad hoc committee shall be constituted to prepare the College's self-study.

This committee shall be chaired by the Dean and shall include the associate deans of the College as ex officio members without voting privileges. The Dean, in consultation with the Executive Committee, shall appoint to the ad hoc committee six members of the Faculty of the College who represent its various disciplinary areas. The ad hoc committee shall prepare the self-study according to the University's published guidelines and shall consult broadly with the College's departments, faculty, staff, and students and with other members of the University community it deems appropriate, as well as with the Executive Committee, the Undergraduate Educational Policy & Curriculum Committee and the Graduate Educational Policy Committee. The self-study shall be approved by the Faculty Assembly before being submitted to the Provost.

ARTICLE XI**THE OFFICE OF THE DEAN****Section 40. The Dean.**

The Dean shall possess the powers and exercise the duties that are vested in that office by the Iowa State Board of Regents, the President of the University, the Provost, and the Faculty of the College of Liberal Arts and Sciences, each acting within its lawful authority. The Dean shall exercise the powers and perform the duties specifically designated by this *Manual*.

Among the powers and duties of the Dean are the following:

- a. To provide educational leadership and set high standards for the College's instructional and research programs.

- b. To promote the academic quality and welfare of the College's faculty, through the authorization of new faculty positions, the diversification of the faculty, oversight of faculty development and review, and recommendations to the Provost concerning faculty reappointment, promotion, and tenure.
- c. To represent the College in its relations with central administration and with other colleges and units within the University and to advocate for the resources necessary to fulfill the College's mission.
- d. To direct the College's strategic planning processes, developing a vision for the College's future, setting priorities among highly desirable objectives, and allocating resources to those with the highest priorities.
- e. To review and assess the quality of the College's departmentalized and non-departmentalized units, their effectiveness in clarifying, developing, and achieving their missions, and their participation in the College's mission; and to use these assessments as the bases for budget decisions and decisions affecting the units' instructional programs.
- f. To promote and maintain dialog within the College concerning policies and resources, in regular consultation with the departmental executive officers of the College.
- g. To exercise control over the internal budget of the College, allocating and reallocating faculty and staff lines, graduate teaching assistantships, and other resources.
- h. To facilitate collegiate self-governance by chairing the College's Executive Committee and appointing executive

officers for the College's subdivisions directing the processes of self-governance within those units.

- i. To determine and oversee collegiate administrative structure and activities, including the associate deanships and the necessary nonacademic staff.
- j. To oversee and promote external fundraising and the acquisition of grants and contracts in support of the College's instructional and research programs.

Section 41. Associate Deans and Assistant Deans.

The Dean may delegate some of the powers and duties of the Dean to associate deans and assistant deans.

When an appointment of an associate dean or an assistant dean is to be made, the Dean shall advertise the opening within the College and shall consult the Executive Committee concerning the candidates to be considered. After such consultation, the Dean shall make a recommendation to the Provost.

ARTICLE XII

THE ADMINISTRATION OF THE COLLEGE'S ACADEMIC UNITS

Section 42. Departments, Schools, and Departmentalized Programs.

Members of the Faculty holding appointments in the College of Liberal Arts and Sciences hold those appointments in the duly constituted departments, schools, and departmentalized programs of the College.

Each such unit shall hold regular meetings and shall have a current departmental manual of procedure, approved by the Dean, which establishes the manner in which its business

shall be transacted and communications handled.

Matters of policy, including matters relating to the curriculum that come within the jurisdiction of the unit, shall be decided by the methods so established. No unit may, however, adopt policies contrary to the letter and spirit of College or University policy.

The College of Liberal Arts and Sciences, in association with the Graduate College where appropriate, shall carry out periodic reviews of its departments, schools, and programs.

Section 43. Departmental Executive Officers.

The executive officer of a department, school, or departmentalized program (DEO) shall be either a director or a chair. The initial term of a DEO appointment ordinarily shall be three to five years.

The DEO provides vision and leadership for the department, working both with the faculty and with the Dean's Office to fulfill the department's teaching and research mission. The DEO ensures that the department focuses its energies and resources on progress toward academic goals and priorities. The DEO is accountable both to the department and to the College in attending to the deadlines of everyday administrative tasks, dealing with personnel issues, and ensuring that faculty and staff cooperate in the work of the department.

The DEO's chief duties are to oversee the processes of faculty appointment, mentoring, review, and promotion, consistent with current College and University policies; develop the curriculum; direct the work of the department's teaching assistants and staff; and manage the budget. Under procedures established by the unit, these administrative duties may be delegated to associate chairs, executive committees, or other specialized officers or

faculty committees established for the governance of the unit.

When a vacancy in the position of DEO occurs or is impending, the Dean shall consult with the voting members of the unit concerning the candidate or candidates to be considered. The Dean shall recommend the DEO appointment to the Provost. Upon receiving approval, the Dean shall announce the appointment of the new DEO to the members of the unit and to the College.

Section 44. Supra-departmental or Interdepartmental Units.

Supra- departmental divisions and schools and interdepartmental academic programs, resource centers, and research centers or institutes may be established to enhance the instructional and research programs of the College. Channels of administrative communication shall be defined when such units are established. The Dean shall appoint and evaluate the executive officer of such a unit, in consultation with the unit's advisory board, if one has been established. The members of the advisory board shall be appointed by the Dean. The College of Liberal Arts and Sciences, in association with other colleges or central administrative offices where appropriate, shall carry out periodic reviews of such units. In compliance with the University policy on the multi-year review of administrators, the College may review directors at the time of the collegiate review of their unit or at five-year intervals.

ARTICLE XIII

REVISION AND AMENDMENT

Section 45. Procedures for Revision of the Manual of Procedure.

The Executive Committee shall consider revision of this Manual at least once every seven years. If the Committee decides that a revision is necessary, it shall prepare a revision which shall be considered by the Faculty Assembly and then presented to the Faculty of the College for ratification.

The revision shall be transmitted to the Faculty at least 10 days in advance of the scheduled vote, which is to be conducted by secret ballot as described in Section 4.

Ratification requires three-fifths majority of those voting thereon and the approval of the Provost and the President of the University; if, however, the President does not veto any portion of the revision within 60 days following its approval by the Faculty, the revision shall take effect.

Section 46. Procedures for Amendment of the Manual of Procedure.

Amendments to the Manual may be introduced at any regular or special meeting of the Faculty or at any regular or special meeting of the Faculty Assembly. If one-third of those present and voting so direct, the amendment(s) shall be transmitted to the Faculty at least 10 days in advance of the scheduled vote, which is to be conducted by secret ballot as described in section 4. Ratification requires three-fifths majority of those voting thereon and the approval of the Provost and the President of the University; if, however, the President does not veto any amendment within 60 days following its approval by the Faculty, it shall become a part of this Manual.